

APR 22 1947

MEMORANDUM FOR: Executive for Personnel and
Administration

Subject: Organization of FBIB, Office of
Operations

1. The enclosed tentative Table of Organization for the Foreign Broadcast Information Branch, Office of Operations, is approved.

2. No positions are included in this tentative Table for a Service Division. However, the Service Division now operated by FBIB will be retained until mutual arrangements can be completed to transfer this Division to the P&A Branch. Action should be initiated to complete the transfer at the earliest practicable date.

3. There will be no change in the current personnel ceiling for FBIB until service functions have been transferred. At that time the ceiling authorized will be re-examined and appropriate adjustment made.

4. Please take necessary action to establish positions listed in the attached tentative Table of Organization with the Civil Service Commission.

5. No promotions are authorized in FBIB pending Civil Service Commission approval of positions and employment of personnel within authorized ceilings will normally be restricted to at least one grade below those indicated in the tentative Table of Organization. Exceptions may be recommended for those positions where the Chief of Classification Section, Personnel Division, states that Commission approval of position in question is certain.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

SHEFFIELD EDWARDS
COLONEL, F.A.
ASSISTANT EXECUTIVE DIRECTOR

Enclosures:

3 copies of T/O for:
FBIB
Editorial Division
Field Division

Exec. Reg.-1
Central Records
ICAPS-1

NOTED BY:

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[Handwritten signatures and initials]